

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: STORESKEEPER II

POSITION LOCATION: Agency Administration

POSITION REPORTS TO: Purchasing Agent

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: Knowledge of storekeeping and warehouse methods. Considerable knowledge in the ordering, receipt, storage, handling, inventory, and dispersal of a wide variety of materials. Good knowledge of computerized inventory procedures and equipment disposal procedures. Have knowledge of the principles and practices of purchasing. Some knowledge of a limited range of standard commodities and services, sources of supply, and the laws and regulations governing state purchasing. Ability to make arithmetic calculations rapidly and accurately, using a calculator. Ability to communicate effectively, establish and maintain effective working relationships. Plans, directs, coordinates and evaluates the work of warehouse employee.

MAJOR DUTIES AND RESPONSIBILITIES: Receives and unloads large bulk deliveries of supplies, materials and equipment. Checks merchandise against purchase orders and bills of lading to insure correct quantity and quality. Stocks shelves and bins from incoming receipts. Pick up, deliver, and store capital equipment. Receive, tag and enter new equipment into inventory records. Maintain computerized inventory listing of property. Maintain proper stock levels for supplies and reorders when minimum balance is reached. Operate vehicles or other equipment relating to warehouse. Fill out proper forms and maintain records regarding disposal of state property. Order items that are under state supply agreements. Provide follow up for a wide range of items. Consult with vendors to insure and expedite delivery. Works with the Purchasing Agent to receive guidance in resolving problems.

KNOWLEDGE, SKILL AND ABILITY: Must pass a beginning sign language course at completion of probation.

PAY PLAN: <u>Classified</u>	GRADE: <u>09</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
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